



Interactive Television (ITV)

Teaching and Troubleshooting Manual



Tech Support Info.



Please call for assistance...

TRF Campus

▶ I.T. Help Line @ 686-3852

▶ Dave Olsen @ ext. 1864

▶ **N.E.T.S. Tech Support:**



• Corky Miller @ 218-281-8407

• Mike Hanson @ 218-281-8406

• Jeff Sinks @ 218-281-8405

EGF Campus

▶ Library @ 773-4526 or ext. 4526

▶ **N.E.T.S. Tech Support:**



• Corky Miller @ 218-281-8407

• Mike Hanson @ 218-281-8406

• Jeff Sinks @ 218-281-8405

ITV Room Info.

Phone and Fax by room and Campus

TRF Campus- *Phone and Fax are the same.*

- ▶ Room 325: 681-0818
 - ▶ Room 329: 681-0763
-

EGF Campus

- ▶ Room 237: 773-4516
Fax: 773-4552
- ▶ Room 436: 773-4561
Fax: 773-4562
- ▶ Library Direct: 773-4526
Fax: 773-9909

Things to Consider When Teaching ITV

Syllabus:

- Do not forget to **include all students**, hosting site and receiving site, when creating your syllabus. Course/class policies should be implemented uniformly across sites. Ex. East Grand Forks students may have laptops and the TRF students may or may not have laptops in class. If you do not use computers in your course, you need to make sure that strict laptop computer-use policies are in place at the beginning of the semester to deter playing games and e-mailing during class time.
- **Define** for students at the receiving sites **how you expect to communicate with them during class**. Ex. Can questions be asked at any time during class? The clearer the expectations of behavior are at the beginning of the semester, the better the discussions become during class.
- Students also need to be reminded that this is an **“interactive”** classroom. This means that they can be seen on camera to other sites and **they should be seen** on camera. **Hiding from the camera should be discouraged**. All horseplay and the like can also be seen. They need to know that they can be seen by you at anytime.

Presentation:

What you wear and where you stand while you present can have a big effect on your delivery of an ITV course. Consider the following things when teaching over ITV:

- Necklaces and loose jewelry and clothing can raise havoc in an ITV room. The clothing or jewelry can rustle and strike microphones and cause a distracting noise. Students should be aware of this as well.
- While presenting or teaching, try to wear clothing that doesn't blend into the background behind the teaching station. When you blend into the background, you became the prime example of a “talking head” and students will lose interest in the course quickly.
- Try to avoid clothes with thin lines or patterns (tight plaid); these patterns may cause an annoying flicker on the monitor at the receiving site.
- **Stand behind the instructor station but not behind the Document/Pad camera**. Teaching an ITV class is much different from teaching a traditional classroom. When you roam around the room in an ITV class, your voice becomes muffled and almost unheard at the receiving site. **Be thinking of what the other site is seeing and hearing at all times**.

Articulation:

- **Your articulation must be clear**. Low, monotone voices make it difficult for students in remote sites to understand you. Increasing the volume of the microphone is not always the answer. Increasing microphone volume may create feedback and annoying squealing sounds both at the home site and at the remote site.
- **Always do a “Sound Check”** at the beginning of class to confirm that the students on the receiving end of your presentation can hear you clearly. **A great way to do this is by taking roll**. Have each student speak into the microphone to ensure that students are there and also see if the microphone is working.

Have a Backup Plan:

- Carry hard copies of you Power Points. If you print them with 2 slides per page, they can be seen well on the Document/Pad camera.
- Carry a copy of your presentation on a disk or jump drive just in case you can't access the network.
- Carry extra overhead markers for use on the Pad camera in case the ones in the room are dry or not there.

More Teaching Tips!

Preparing Visuals for ITV: Pad Camera

- Text should be in upper/lower case
- Print in **Bold**, Sans Serif font (**Helvetica**)
- 36-60 pts for 8 ½ x 11 sheet of paper
- No more than 6-8 lines per page
- Use **broad-tip** pens if handwriting your text.

Preparing Visuals for ITV: Power Point Presentations

- Computer resolution **MUST** be set to **800 x 600** or lower. This alleviates flicker and makes text easier to read for the receiving and hosting sites when viewing on a TV screen.
- Select **dark-colored backgrounds**. Blue seems to work best.
- **Yellow** and **white** text colors are easy on the eyes on a dark background when viewed over ITV.
- Make slide **headers 48 pt size** and the rest of the text on the slide should be **no smaller than 36 pts**.
- Use a sans serif font like **Arial or Helvetica**.
- **Bold** and **shadow** your text.
- Limit text to 6-8 lines on a slide. The fewer lines the bigger the text can be. Take more than 1 slide to get your point across when teaching over ITV.
- **Connection Suggestion!** Insert a picture of yourself in the top right corner of each slide. This way the students see you even though the camera is not on you. This will bring reality to your ITV presentation.

Travel to Other Sites:

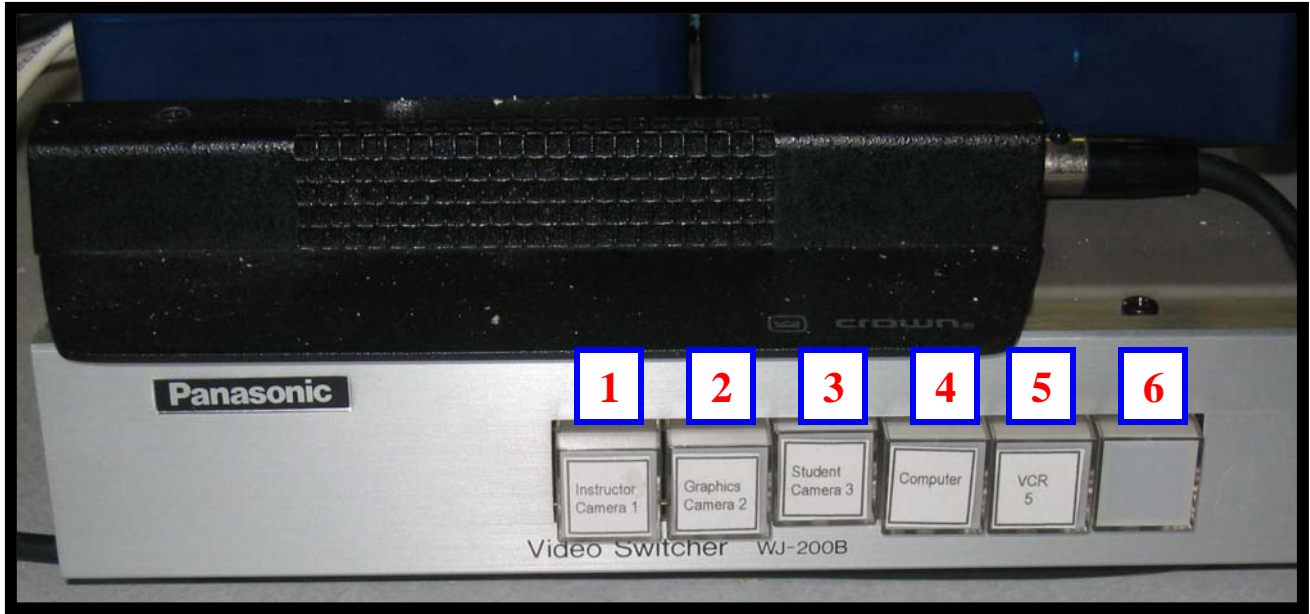
- **It is a very good idea to travel to your receiving sites at least once a semester.** Visiting the students at the other sites brings a more personal and “real” feeling to your class. You are no longer viewed as the “talking head” but as a real person. This helps make the student/instructor connection. It is recommended to do this as close to the beginning of the semester as possible. This is a good time to set the guidelines for the course. **This practice is highly recommended by administration.**
- You can arrange these visits at the beginning of the semester to introduce yourself and get to know your students.
- Arrange a visit during student presentations.
- Travel to a site outside of class to hold office hours at the other location.

Distributing Materials and Collecting Homework:

- **Plan well in advance** of testing dates and days when materials must be distributed to students at other sites. This is **Key** to having a successful ITV course.
- You may use the Intra-campus mail system, postal mail, fax, and email to distribute materials to students. Each campus has designated people that can help to make sure that the materials get where they need to go.
- When using the regular mail, plan far enough in advance in case of mail delay.
- Use Desire2Learn to collect student assignments. You can request a shell to be created for your ITV course and you can sit down with any of the campus trainers to learn how best to use D2L for your needs in your ITV course.

TRF Campus - ITV Switching Box Troubleshooting

Each ITV room has a box, and the buttons have the same functions in each room.



<u>Button Number</u>	<u>Troubleshooting</u>
1. Instructor Camera	If the other site can't see you, push in this button.
2. Graphics/Document/Pad Camera	Use this button to display information with the document camera, such as hand-written notes or drawings, etc...
3. Student Camera	Press this button so that you can see the students from the other sites and so the receiving site can see the students from the host site.
4. Computer – Resolution MUST be set at 800 X 600 in order to display properly to the receiving site.	Push this button when you want to display images on the computer.
5. VCR/DVD Player	Press this button to display VCR tapes or DVD
6. Auxiliary/Extra	Use only if there is another media type hooked up.



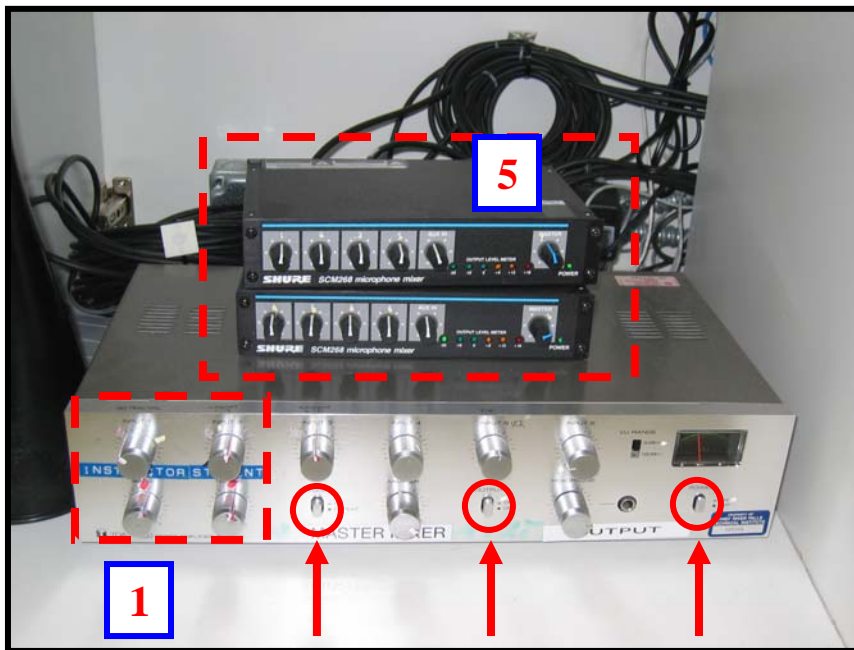
Graphics/Document/Pad Camera



VCR/DVD Combo Setup

TRF - ITV Sound Controls

Each ITV room has a sound system. The controls are similar in all rooms.



Sound Mixer Controls



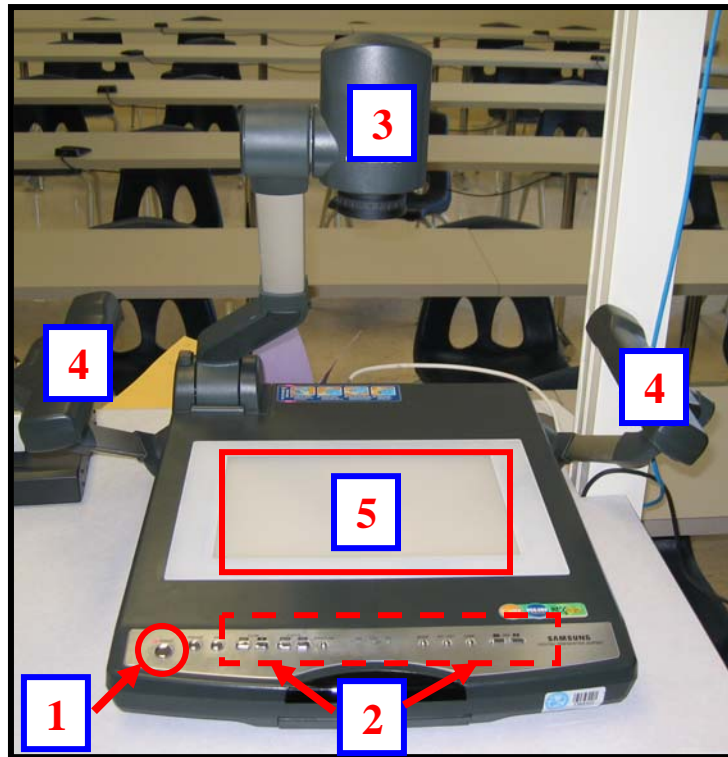
Student Microphone

*Some microphones require that students press the button to talk. Others are open, and students just speak into them directly without holding the touch/on button.

Number	Troubleshooting
1. Volume Controls	For best volume and minimal-to-no feedback problems, it is recommended not to adjust the controls from their appointed positions. * Most volume controls have marks for the correct position.
2. Master Switch 1	Make sure this switch is always turned on. It must be pressed in to be on, not popped out.
3. Master Switch 2	Make sure this switch is always turned on. It must be pressed in to be on, not popped out.
4. Master Switch 3	Make sure this switch is always turned on. It must be pressed in to be on, not popped out.
5. Mixer Controls	Do not move the controls from their original position.

TRF - Pad Camera Detail

Each ITV room has a Pad Camera of some sort.



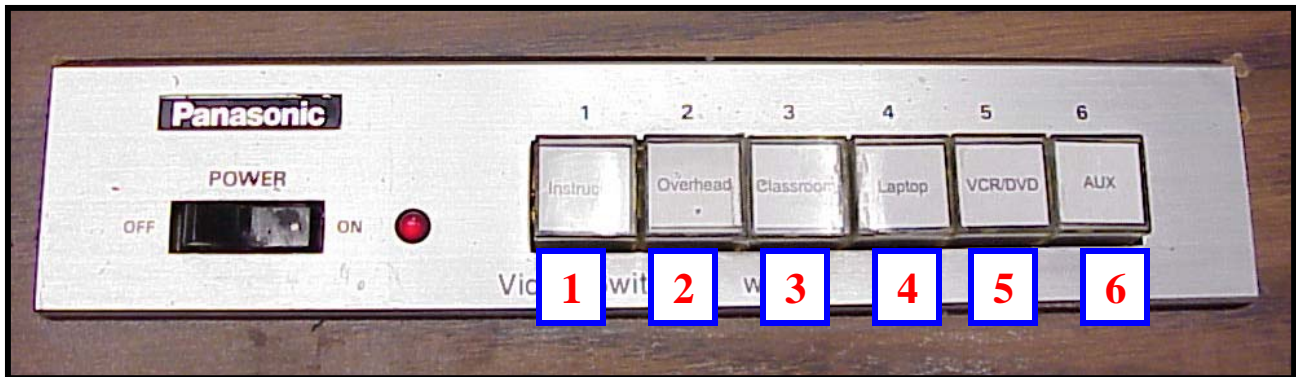
<u>Number</u>	<u>Troubleshooting</u>
1. Power Button	Press this to button to Turn On the Pad camera. * Please make sure the camera is off when you leave the room.
2. Lighting adjustments/Zoom buttons	Adjust as needed for best display for ALL students.
3. Camera	The camera can be raised or lowered to accommodate the best view of the document.
4. Lighting arms	These arms can adjusted in and out and up and down for the best display.
5. Document/Pad Camera Surface	* Do not write directly on the glass surface. Always use paper to write on.

The **ONLY** writing utensils that are to be used on the Document/Pad camera are

- ◆ Paper on which to write.
- ◆ **Non-permanent** markers. No Sharpies!
- ◆ White board or overhead markers are okay but only write on paper, never on the glass.
- ◆ Ballpoint pen only on the paper.

EGF Campus - ITV Switching Box Troubleshooting

Each room has a box and the buttons have the same function in each room.



<u>Button Number</u>	<u>Troubleshooting</u>
1. Instructor Camera	If the other site can't see you, push in this button.
2. Overhead/Graphics/Document/Pad Camera	Use this button to display information with the document camera, such as hand-written notes or drawings, etc...
3. Classroom/Student Camera	Press this button so that you can see the students from the other sites and so the receiving site can see the students from the host site.
4. Laptop/Computer – Resolution MUST be set at 800 X 600 in order to display properly to the receiving site.	Push this button when you want to display images on the computer.
5. VCR/DVD Player	Press this button to display VCR tapes or DVD
6. Auxiliary/Extra	Used only if there is another media type hooked up.

Overhead/Graphics/Document/Pad Camera



VCR/DVD Combo Setup

EGF - ITV Sound Controls

Each ITV room has a sound system. The controls are similar in all rooms.



Sound Mixer Controls



Student Microphone

*Some microphones require that students press the button to talk. Others are open and students just speak into them directly without holding the touch/on button.

<u>Number</u>	<u>Troubleshooting</u>
1. Volume Controls	For best volume and minimal-to-no feedback problems, it is recommended to not adjust the controls from their appointed positions.
2. Master Switch 1	Make sure this switch is always turned on. It must be pressed in to be on, not popped out. Green light means its On.
3. Mixer Controls	Do not move the controls from their original position.

EGF – Camera Panel Controls

Each ITV room has a set of Camera Controls.



Classroom Camera Controls



Instructor Camera Controls



Overhead/Document/Pad Camera Controls

1

2



Overhead/Document/Pad Camera

3

Note! Do not use Permanent marker when writing on documents being viewed under the camera. Remember you are writing on a desk that is not easy to clean if the pen bleeds through.

<u>Number</u>	<u>Troubleshooting</u>
1. Power Button	Press this to button to Turn On the Pad camera. * Please make sure the camera is off when you leave the room.
2. Lighting adjustments/Zoom buttons	Adjust as needed for best display for ALL students.
3. Camera	The camera can be adjusted with the camera controls on the desk.